

# Employee Post-Travel Disclosure of Travel Expenses

**Post-Travel Filing Instructions:** Complete this form within 30 days of returning from travel. Submit all forms to the Office of Public Records in 232 Hart Building.

Date/Time Stamp:  
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In compliance with Rule 35.2(a) and (c), I make the following disclosures with respect to travel expenses that have been or will be reimbursed/paid for me. I also certify that I have attached:

- ☐ The original *Employee Pre-Travel Authorization* (Form RE-1), AND  
☐ A copy of the *Private Sponsor Travel Certification Form* with all attachments (itinerary, invitee list, etc.)

ACT - The App Association

Private Sponsor(s) (list all):

Travel date(s): September 20-September 23, 2017

Name of accompanying family member (if any):

Relationship to Traveler: ☐ Spouse ☐ Child

IF THE COST OF LODGING DID NOT INCREASE DUE TO THE ACCOMPANYING SPOUSE OR DEPENDENT CHILD, ONLY INCLUDE LODGING COSTS IN EMPLOYEE EXPENSES. (Attach additional pages if necessary.)

## Expenses for Employee:

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses (Amount & Description)
<input type="checkbox"/> Good Faith Estimate <input checked="" type="checkbox"/> Actual Amount	\$689.50 (\$521.26 for air and \$168.24 for ground)	\$711 (\$237 per night for three nights)	\$131.68	

## Expenses for Accompanying Spouse or Dependent Child (if applicable):

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses (Amount & Description)
<input type="checkbox"/> Good Faith Estimate <input type="checkbox"/> Actual Amount				

Provide a description of all meetings and events attended. See Senate Rule 35.2(c)(6). (Attach additional pages if necessary.): Meetings and events included interactive presentations by businesses and policy discussions regarding emerging technologies across various industries, including aerospace, telecommunications, and cybersecurity, among others.

10/13/17 (Date) MOLLY O'LEARY (Printed name of traveler) molly O'Leary (Signature of traveler)

## TO BE COMPLETED BY SUPERVISING MEMBER/OFFICER:

I have made a determination that the expenses set out above in connections with travel described in the *Employee Pre-Travel Authorization* form, are necessary transportation, lodging, and related expenses as defined in Rule 35.

10/13/17 (Date) (Signature of Supervising Member/Officer)

Date/Time Stamp:

## EMPLOYEE PRE-TRAVEL AUTHORIZATION

**Pre-Travel Filing Instructions:** Complete and submit this form at least 30 days prior to the travel departure date to the Select Committee on Ethics in SH-220. Incomplete and late travel submissions will not be considered or approved. This form must be typed and is available as a fillable PDF on the Committee's website at ethics.senate.gov. Retain a copy of your entire pre-travel submission for your required post-travel disclosure.

Name of Traveler: Molly O'Leary

Employing Office/Committee: Office of Senator Al Franken

Private Sponsor(s) (list all): ACT - The App Association

Travel date(s): September 20-23, 2017

*Note: If you plan to extend the trip for any reason you must notify the Committee.*

Destination(s): Santa Monica, CA

Explain how this trip is specifically connected to the traveler's official or representational duties:

aid MO

As a legislative staff member on the Senator's Judiciary Subcommittee on Privacy, Technology and the Law, I will use this trip to learn about emerging technologies and better inform legislative initiatives relating to these issues.

Name of accompanying family member (if any): \_\_\_\_\_

Relationship to Employee: ☐ Spouse ☐ Child

I certify that the information contained in this form is true, complete and correct to the best of my knowledge:

8/21/17  
(Date)

Molly O'Leary  
(Signature of Employee)

TO BE COMPLETED BY SUPERVISING SENATOR/OFFICER (President of the Senate, Secretary of the Senate, Sergeant at Arms, Secretary for the Majority, Secretary for the Minority, and Chaplain):

I, Al Franken hereby authorize Molly O'Leary  
(Print Senator's/Officer's Name) (Print Traveler's Name)

an employee under my direct supervision, to accept payment or reimbursement for necessary transportation, lodging, and related expenses for travel to the event described above. I have determined that this travel is in connection with his or her duties as a Senate employee or an officeholder, and will not create the appearance that he or she is using public office for private gain.

I have also determined that the attendance of the employee's spouse or child is appropriate to assist in the representation of the Senate. (signify "yes" by checking box) ☐

8/21/17  
(Date)

Al Franken  
(Signature of Supervising Senator/Officer)

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## O'Leary, Molly (Franken)

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**From:** O'Leary, Molly (Franken)  
**Sent:** Monday, September 11, 2017 8:47 AM  
**To:** Dorsey, Osasu (Ethics)  
**Subject:** FW: REMINDER: StaffDel Invite: September 20-23, Los Angeles (Silicon Beach)

Hi Osasu,

Please see below for the individuation request.

Molly

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**From:** Graham Dufault [mailto:GDufault@actonline.org]  
**Sent:** Thursday, August 10, 2017 1:25 PM  
**To:** O'Leary, Molly (Franken) <Molly\_O'Leary@franken.senate.gov>  
**Cc:** Alexandra Cooke <acooke@actonline.org>  
**Subject:** Re: REMINDER: StaffDel Invite: September 20-23, Los Angeles (Silicon Beach)

Hey Molly,

We would be more than happy to have you join us. I'll send the necessary ethics docs in a separate e-mail and put you on our RSVP list so your spot will be reserved.

If you have any questions, please just let us know!

Thanks,

**Graham Dufault**  
*Director of Government Affairs*  
ACT | The App Association  
503-781-9037 (m)

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**From:** "O'Leary, Molly (Franken)" <Molly\_O'Leary@franken.senate.gov>  
**Date:** Thursday, August 10, 2017 at 1:23 PM  
**To:** Graham Dufault <GDufault@actonline.org>  
**Cc:** Alexandra Cooke <acooke@actonline.org>  
**Subject:** RE: REMINDER: StaffDel Invite: September 20-23, Los Angeles (Silicon Beach)

Hi Graham,

I am interested in the September StaffDel to Santa Monica. I am the Senator's lead advisor on telecommunications and staff his Judiciary Subcommittee on Privacy, Technology and the Law.

Thanks! I look forward to hearing from you.

Molly

**From:** Graham Dufault [<mailto:GDufault@actonline.org>]  
**Sent:** Wednesday, August 09, 2017 6:14 PM  
**To:** Graham Dufault <[GDufault@actonline.org](mailto:GDufault@actonline.org)>  
**Cc:** Alexandra Cooke <[acooke@actonline.org](mailto:acooke@actonline.org)>  
**Subject:** REMINDER: StaffDel Invite: September 20-23, Los Angeles (Silicon Beach)

Hey folks,

Happy August! Please see attached the itinerary for our upcoming staff delegation to Santa Monica, September 20 - 23. There are still plenty of open spots, so if you haven't already RSVP'd, I hope you can make it! If you're interested in joining us, please respond to this e-mail to RSVP and I will send you the ethics forms.

Thanks very much,

**Graham Dufault**  
*Director of Government Affairs*  
ACT | The App Association  
503-781-9037 (m)

[Click here](#) to view this message in a browser window.

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## ACT | The App Association

### Intellectual Property, Aerospace, and Start-Ups Staff Trip

Wednesday, September 20 – Saturday, September 23, 2017

Join us in California's sunny "Silicon Beach" from September 20-23 for an educational tour of leading tech innovators in aerospace, entertainment, and connected devices.

"Silicon Beach" is emerging as a hot spot for tech startups and making a name for itself as a prime location for leading entrepreneurs in the mobile economy.

The tour will make stops in Santa Monica and Los Angeles to introduce congressional staff and government officials to the tech startups, aerospace companies, and innovators driving new technologies throughout the mobile ecosystem.

Participants will engage with business leaders and entrepreneurs to learn more about dynamic changes within the tech industry, discuss the impact of federal regulations and legislation on tech innovators as well as the vital importance of intellectual property protections, and demo some of the industry's latest and most anticipated products.

To RSVP, please contact Graham Dufault at [gdufault@actonline.org](mailto:gdufault@actonline.org).

Note: ACT | The App Association is consulting with House and Senate Ethics Committees regarding this event. We will be covering the cost of transportation, lodging, and group meals.

ACT | The App Association is a 501(c)6 organization. It is a nonprofit, nonpartisan association representing more than 5,000 small and mid-sized software companies in the app economy.

If you do not wish to receive future email, [click here](#).  
(You can also send your request to Customer Care at the street address above.) ■

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ACT | The App Association

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To RSVP, please contact Graham Dufault at [gdufault@actonline.org](mailto:gdufault@actonline.org).

Note: ACT | The App Association is consulting with House and Senate Ethics Committees regarding this event. We will be covering the cost of transportation, lodging, and group meals.

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Copyright © 2017 ACT | The App Association  
Our address is 1401 K Street NW, Suite 501, Washington, DC 20005, USA

If you do not wish to receive future email, [click here](#).  
(You can also send your request to Customer Care at the street address above.)

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## PRIVATE SPONSOR TRAVEL CERTIFICATION FORM

This form must be completed by any private entity offering to provide travel or reimbursement for travel to Senate Members, officers, or employees (Senate Rule 35, clause 2). Each sponsor of a fact-finding trip must sign the completed form. The trip sponsor(s) must provide a copy of the completed form to each invited Senate traveler, who will then forward it to the Ethics Committee with any other required materials. The trip sponsor(s) should **NOT** submit the form directly to the Ethics Committee. Please consult the accompanying instructions for more detailed definitions and other key information.

The Senate Member, officer, or employee **MUST** also provide a copy of this form, along with the appropriate travel authorization and reimbursement form, to the Office of Public Records (OPR), Room 232 of the Hart Building, within thirty (30) days after the travel is completed.

1. Sponsor(s) of the trip (please list all sponsors): ACT I The App Association
2. Description of the trip: Educational trip for Senate staff to meet rising tech companies in the Silicon Beach area of Santa Monica, including aerospace startups, manufacturers, and mobile software firms.
3. Dates of travel: September 20 - 23, 2017
4. Place of travel: Santa Monica, CA
5. Name and title of Senate invitees: See attached.
6. I *certify* that the trip fits one of the following categories:
  - ☒ (A) The sponsor(s) are not registered lobbyists or agents of a foreign principal and do not retain or employ registered lobbyists or agents of a foreign principal and no lobbyist or agents of a foreign principal will accompany the Member, officer, or employee *at any point* throughout the trip.
  - ~~OR~~
  - ☐ (B) The sponsor or sponsors are not registered lobbyists or agents of a foreign principal, but retain or employ one or more registered lobbyists or agents of a foreign principal and the trip meets the requirements of Senate Rule 35.2(a)(2)(A)(i) or (ii) (*see question 9*).
7. ☒ I *certify* that the trip will not be financed in any part by a registered lobbyist or agent of a foreign principal.
  - ~~AND~~
  - ☒ I *certify* that the sponsor or sponsors will not accept funds or in-kind contributions earmarked directly or indirectly for the purpose of financing this specific trip from a registered lobbyist or agent of a foreign principal or from a private entity that retains or employs one or more registered lobbyists or agents of a foreign principal.
8. I *certify* that:
  - ☒ The trip will not in any part be planned, organized, requested, or arranged by a registered lobbyist or agent of a foreign principal except for *de minimis* lobbyist involvement.
  - ~~AND~~
  - ☒ The traveler will not be accompanied on the trip by a registered lobbyist or agent of a foreign principal except as provided for by Committee regulations relating to lobbyist accompaniment (*see question 9*).

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9. **USE ONLY IF YOU CHECKED QUESTION 6(B)**

I *certify* that if the sponsor or sponsors retain or employ one or more registered lobbyists or agents of a foreign principal, one of the following scenarios applies:

☐ (A) The trip is for attendance or participation in a one-day event (exclusive of travel time and one overnight stay) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *on any segment* of the trip.

**- OR -**

☐ (B) The trip is for attendance or participation in a one-day event (exclusive of travel time and two overnight stays) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *on any segment* of the trip (*see questions 6 and 10*).

**- OR -**

☐ (C) The trip is being sponsored only by an organization or organizations designated under § 501(c)(3) of the Internal Revenue Code of 1986 and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *at any point* throughout the trip.

10. **USE ONLY IF YOU CHECKED QUESTION 9(B)**

If the trip includes two overnight stays, please explain why the second night is practically required for Senate invitees to participate in the travel:

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11. ☒ An itinerary for the trip is attached to this form. I *certify* that the attached itinerary is a detailed (hour-by-hour), complete, and final itinerary for the trip.

12. Briefly describe the role of each sponsor in organizing and conducting the trip:

ACT I The App Association staff was solely responsible for organizing and conducting the trip.

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13. Briefly describe the stated mission of each sponsor and how the purpose of the trip relates to that mission:

ACT I The App Association is an international grassroots organization representing small and mid-sized software companies in the mobile app community. ACT's purpose in organizing this trip is to introduce congressional staffers to the mobile app community and economy.

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14. Briefly describe each sponsor's prior history of sponsoring congressional trips:

ACT I The App Association has sponsored congressional trips (most recently to Denver, CO and Atlanta, GA) to showcase the app economy and introduce congressional staffers to a wide range of app companies.

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15. Briefly describe the educational activities performed by each sponsor (other than sponsoring congressional trips):

ACT I The App Association has held numerous educational events for policy makers, app companies, and software developers, including: panels, briefings, white papers, annual fly-ins, developer education series, and congressional testimony.

16. Total Expenses for Each Participant:

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses
<input checked="" type="checkbox"/> Good Faith estimate  <input type="checkbox"/> Actual Amounts	\$650 total - \$525 for airfare - \$125 for ground transportation	\$711 (\$237 per night for three nights)	\$143 (\$64 per day for two days of planned meals plus \$15 vouchers for breakfast on Saturday)	\$0

17. State whether a) the trip involves an event that is arranged or organized *without regard* to congressional participation or b) the trip involves an event that is arranged or organized *specifically with regard* to congressional participation:

The trip involves an event that is arranged specifically with regard to congressional participation.

18. Reason for selecting the location of the event or trip

Santa Monica was chosen due to the large number of app and technology companies located in a small geographic area, making it possible for congressional staff to visit a variety of businesses.

19. Name and location of hotel or other lodging facility:

Doubletree Santa Monica, 1707 4th St, Santa Monica, CA 90401

20. Reason(s) for selecting hotel or other lodging facility:

The hotel was chosen due to its ability to meet the per diem rate and its reasonably close location to the companies to be visited on this trip.

21. Describe how the daily expenses for lodging, meals, and other expenses provided to trip participants compares to the maximum per diem rates for official Federal Government travel:

Daily expenses for lodging and meals will be at or below the maximum per diem rates for

official Federal Government travel.

22. Describe the type and class of transportation being provided. Indicate whether coach, business-class or first class transportation will be provided. If first-class fare is being provided, please explain why first-class travel is necessary:

All travel (round-trip airfare and bus) will be coach class.

23. ☒ I represent that the travel expenses that will be paid for or reimbursed to Senate invitees do not include expenditures for recreational activities, alcohol, or entertainment (other than entertainment provided to all attendees as an integral part of the event, as permissible under Senate Rule 35).

24. List any entertainment that will be provided to, paid for, or reimbursed to Senate invitees and explain why the entertainment is an integral part of the event:

No entertainment will be provided.

25. I hereby *certify* that the information contained herein is true, complete and correct. (You must include the completed signature block below for each travel sponsor.):

Signature of Travel Sponsor:

*Morgan Reed*

Name and Title: Morgan Reed, Executive Director

Name of Organization: ACT | The App Association

Address: 1401 K St NW (Ste 501), Washington, DC 20005

Telephone Number: 202-331-2130

Fax Number: 202-331-2139

E-mail Address: mreed@actonline.org



**Instructions**  
(Do not file the Instructions with OPR)

**General Instructions**

- The Senate Select Committee on Ethics ("Ethics Committee") has developed guidelines for evaluating privately-sponsored trips and for judging whether trip expenses are reasonable. Trip sponsors should consult the *Senate Select Committee on Ethics' Regulations and Guidelines for Privately-Sponsored Travel*, including the *Glossary of Terms*, prior to filling out the *Private Sponsor Travel Certification Form* and contact the Ethics Committee at (202) 224-2981 with any additional questions. The Ethics Committee will make the final determination as to whether the expenses incurred during a privately-sponsored trip are reasonable.
- If there are multiple sponsors, they should jointly complete one *Private Sponsor Travel Certification Form* for the trip. Each travel sponsor should complete the signature block.
- When evaluating a trip proposal and judging the reasonableness of expenses, the Ethics Committee will consider the following factors:
  - a. the stated mission of the organization sponsoring the trip;
  - b. the organization's prior history of sponsoring congressional trips, if any;
  - c. other educational activities performed by the organization besides sponsoring congressional trips;
  - d. whether any trips previously sponsored by the organization led to an investigation by the Select Committee on Ethics;
  - e. whether the length of the trip and the itinerary is consistent with the official purpose of the trip;
  - f. whether there is an adequate connection between a trip and official duties;
  - g. the reasonableness of the total amount spent by a sponsor of the trip;
  - h. whether there is a direct and immediate relationship between a source of funding and an event;
  - i. the maximum *per diem* rates for official Federal Government travel published annually by the General Services Administration, the Department of State, and the Department of Defense;
  - j. whether travel to a location or event is arranged or organized without regard to congressional participation, or whether it is specifically organized for Congressional staff; and
  - k. any other factor deemed relevant by the Select Committee on Ethics.

Consult the *Senate Select Committee on Ethics' Regulations and Guidelines for Privately-Sponsored Travel*, including the *Glossary of Terms*, for further discussion of these factors.

- Responses to each question should be brief, consistent with the requirement to provide all relevant information. Attach additional pages, as necessary.
- To allow sufficient time for the Ethics Committee to review requests for privately sponsored travel, the participating Senate Members, officers, and employees must submit the completed form to the Ethics Committee at least **thirty (30) days** before the date of the proposed trip.



**Filling out the Private Sponsor Travel Certification Form** (Question by Question Instructions)

1. *Sponsor(s) of the trip (please list all sponsors):* A sponsor of a trip is any person, organization, or other entity contributing funds or in-kind support for the trip. A sponsor must have a significant role in organizing and conducting a trip and must have a specific organizational interest in the purpose of the trip. If Members, officers, and employees are participating in an event or fact-finding trip in connection with their duties, they may accept necessary travel expenses only from the event or trip sponsor.
2. *Description of the trip:* Provide a brief statement about the purpose of the trip.
3. *Dates of travel:* Provide the dates of departure and return.
4. *Place of travel:* Provide the destination(s) for the trip.
5. *Name and titles of Senate invitees:* Provide the name and title for each Senate Member, officer, or employee who is invited on the trip.
6. *I certify that the trip fits one of the following categories:* A Senate Member, officer, or employee may accept privately sponsored travel only from sponsor(s) of a trip that fits one of the categories listed. Consult the instructions for question 9 to determine if the trip meets the lobbyist accompaniment standard.
7. *Financing of the trip, earmarked funds and in-kind contributions:* Senate Members, officers, and staff may not accept privately-sponsored travel funded by a registered lobbyist or foreign agent. Members, officers, and staff may not participate in privately-sponsored travel when the sponsors accept funds or in-kind contributions earmarked for this particular trip from a registered lobbyist or agent of a foreign principal or from a private entity that retains or employs one or more registered lobbyists or agents of a foreign principal. Earmarking includes any direction, agreement, or suggestion -- formal or informal -- to use donated funds, goods, services, or other in-kind contributions for a particular trip or purpose.
8. *Lobbyist/agent of a foreign principal involvement:* Senate invitees may not participate in trips planned, organized, arranged, or requested by a lobbyist or foreign agent in more than a *de minimis* way, which means negligible or inconsequential. It would be considered inconsequential for one or more lobbyists or foreign agents to serve on the board of an organization that is sponsoring travel, as long as the lobbyists or foreign agents are not involved in the trip. It is also permissible for a lobbyist to respond to a trip sponsor's request to identify Senate invitees with interest in a particular issue relevant to a planned trip. However, a lobbyist is not allowed to solicit or initiate communication with a trip sponsor, have control over which Senate employees are invited on a trip, extend or forward an invitation to a participant, determine the trip itinerary, or be mentioned in the invitation.

*Example:* A trip sponsor that is a § 501(c)(3) non-profit organization asks a lobbyist to recommend staffers who might be most interested in joining a trip to the U.S.-Mexican border. If a lobbyist knows a staffer who has a particular interest in the DEA's activities at the border, then providing that information (in light of the trip sponsor's request), in and of itself, would not exceed a *de minimis* level of participation, and would be permitted. However, it would not be permissible for the lobbyist to initiate contact with the trip sponsor to suggest that a particular Senate staffer be invited or forward an invitation to that staffer. Consult the instructions for question 9 to determine if the trip meets the lobbyist accompaniment standards.

9. *Lobbyist/agent of a foreign principal accompaniment standards:* Senate Members, officers, and staff may not accept privately-sponsored travel from an entity that retains or employs one or more federally-registered lobbyists or foreign agents unless one of the listed scenarios applies. *At any segment of the trip* means lobbyists may not accompany the Senate invitee for parts of the travel to and from the event (not at the event itself or the location being visited). *At any point throughout the trip* means lobbyists may not accompany Senate invitees at any point to and from the event, at the event itself, or at the location being visited, other than in a *de minimis* way. This is a broader prohibition than the *at any segment of a trip* standard.

*"De minimis" exception:* Both lobbyist/agent of a foreign principal "accompaniment" prohibitions include a *de minimis* exemption. *De minimis* means negligible or inconsequential. The mere coincidental presence of a lobbyist or foreign agent at an event would likely be considered *de minimis*. But in making the final determination, the Ethics Committee will consider the totality of the circumstances, including the amount of time lobbyists or foreign agents are present at the event; the amount of direct contact they have with Senate invitees; and the amount of control a trip sponsor has over their presence or contact with Senate guests. For example, if the trip includes attendance at an event considered widely-attended under Rule 35(1)(c)(18), the trip sponsor is unlikely to know all attendees present. Thus, it is likely to be permissible for such widely-attended events to include both a Senate guest and a lobbyist. Similarly, an organization cannot possibly know all the other passengers taking the same flight or other common carrier to a given destination. Accordingly, the sponsor does not need to certify that it knows for certain that no lobbyist or foreign agent will be on such a common carrier.

10. *If travel includes two overnight stays:* The Ethics Committee may approve two overnight stays for trips sponsored by an entity that employs or retains one or more lobbyists or foreign agents under certain conditions. Consult Committee regulations for additional information.
11. *An itinerary for the trip is attached to this form:* The Ethics Committee will not review the trip request without a detailed (hour-by-hour), complete and final itinerary for the trip. As a general matter, the Ethics Committee advises that each travel day contain a minimum of 6 hours of officially-related activities for Senate invitees.
12. *Briefly describe the role of each sponsor in organizing and conducting the trip:* A sponsor must have a significant role in organizing and conducting a trip and must have a specific organizational interest in the purpose of the trip.
13. *Briefly describe the stated mission of each sponsor and how the purpose of the trip relates to that mission:* Provide a brief description of the stated mission of each sponsor and how it relates to the trip.
14. *Briefly describe each sponsor's prior history of sponsoring congressional trips:* Provide a brief discussion of the sponsor's history of sponsoring congressional travel. It is not necessary to list every trip.
15. *Briefly describe the educational activities performed by each sponsor (other than sponsoring congressional trips):* Provide a brief description of the educational activities performed by each sponsor. It is not necessary to list every individual activity; the description may be by kind or category of educational activity involved.
16. *Total expenses for each participant:* Indicate whether the figures provided are actual amounts or good faith estimates by checking the appropriate box. All trip expenses should be included. Expenses other than those for transportation, lodging, and meals must be individually listed and specified. Attach additional pages as necessary.



17. *Congressional participation:* For events that are arranged without regard to congressional participation (for example, annual meetings, conferences, seminars, and symposiums of trade associations, professional societies, business associations, and other membership organizations), the Ethics Committee may, but is not required to, allow Senate Members, officers, and employees to accept lodging and meal expenses that are commensurate with what is customarily provided to non-congressional attendees in similar circumstances. For events specifically arranged around congressional participation, lodging, meal expenses and other expenses must be "reasonable" in accordance with Ethics Committee regulations.
18. *Reason for selecting the location of the event or trip:* The location of the trip *must be related to its purpose*. A brief but detailed description of the reason for the selection of the location must be provided.
19. *Name and location of hotel or other lodging facility:* Include the exact name and address of the hotel or other lodging facility.
20. *Reasons for selecting hotel or other lodging facility:* Provide an explanation of the sponsor's rationale for selecting the particular lodging, include information such as proximity to the airport or site to be visited.
21. *Describe how the daily expenses for lodging, meals, and other expenses provided to trip participant compare to the maximum per diem rates for official Federal Government travel:* Where feasible and available, trip expenses for lodging and meals should generally be comparable to the government *per diem* rates. The circumstances surrounding a particular trip may legitimately require lodging and meal expenses to exceed these rates. Consult the Ethics Committee regulations for additional information.
22. *Describe the type and class of transportation being provided:* While coach or business-class fare may be accepted, first-class fare for any mode of transportation may be permitted only under limited conditions and only with specific prior written approval by the Ethics Committee. Transportation on a private or charter aircraft is not permitted for privately-sponsored travel under any circumstances.
23. *Expenses for recreational activity, alcohol, or entertainment:* The only recreational or entertainment activities that will be approved by the Ethics Committee are those that are provided to all attendees and are an integral part of an event. Alcoholic beverages are not considered to be a reasonable expense.
24. *List any entertainment that will be provided to, paid for or reimbursed to Senate invitees and explain why the entertainment is an integral part of the event:* Entertainment expenses that are not provided to all attendees and deemed an integral part of the event will not be approved by the Ethics Committee.
25. *Certification:* Each sponsor of a trip should sign the form and certify that the information is complete and correct. Attach additional pages with the certification and signature block, as necessary, for each trip sponsor.



**ACT | The App Association**  
**Innovations in Silicon Beach Staff Trip**  
**Wednesday, September 20 – Saturday, September 23**

**Wednesday, September 20**

Delta Flight 1726 Departing DCA 5:32 pm local time – Arriving LAX 8:15 pm local time

**Thursday, September 21**

**8:30 a.m. – 10:30 a.m.: Dogtown Media**

**Breakfast from Huckleberry Café**

CEO Marc Fischer

214 Main Street, Venice, CA, 90291

*Dogtown Media is a disruptive mobile app development company creating cutting edge apps to solve everyday problems, simplify frustrating activities, and bring endless enjoyment into the palm of your hand. Founded by a team of hardened tech veterans familiar with the twists and turns of app development, Dogtown prides themselves on professionalism and perfectionism to design, program, and deploy top tier mobile apps. Dogtown Media leadership will give a presentation to congressional staff participants that describes the company, and then host an interactive discussion that will touch on the policy issues that intersect with its work, including intellectual property, cross-border data flows, workforce development, and broadband deployment.*

**11:00 a.m. – 12:00 p.m.: AirMap**

CEO / Co-Founder Ben Marcus, and Co-Founder Dr. Greg McNeal

409 Santa Monica Blvd. #2A, Santa Monica, CA 90401

*AirMap is making drones part of everyday life by building the airspace services platform to let innovation take flight. They are the world-leading provider of airspace information and services, helping unmanned aircrafts operate safely in low-altitude airspace. AirMap leadership will give a presentation describing the tools they provide and the company in general, and host an interactive discussion with congressional staff participants that will touch on data security, cross-border data flows, privacy, and cybersecurity issues.*

**12:30 p.m. – 2:30 p.m.: Cross Campus with Presentation from Starburst Accelerator**

**Lunch from In N Out**

CFO / Co-Founder Dan Dato (Cross Campus), and COO / Co-Founder Van Espahbodi (Starburst)

29 Colorado Ave, Santa Monica, CA 90401

*Cross Campus is Southern California's leading network of collaborative, on-demand workspace and business event venues. With a focus on design and user experience, best-in-class event programming, and a diverse community of innovative members, Cross Campus has become known as "the nerve center of Silicon Beach." Cross Campus leadership will make a presentation to congressional staff participants describing its role in Silicon Beach, how Silicon Beach startups become successful, and policy issues including computer science education, workforce development, cross-border data flows, and data privacy.*

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Starburst provides access to seed funding from the top business angels and venture capital firms dedicated to aerospace, defense, and security. Companies in the Starburst accelerator are given office space, mentorship from top aerospace experts, and access to the vast aerospace ecosystem in Southern California. Starburst leadership will make a presentation to congressional staff participants describing its role in helping startups in this complex industry and host an interactive discussion touching on policy issues including intellectual property, data privacy, and workforce development.

**3:00 p.m. – 5:00 p.m.: Space X**

Mission Manager Julianna Scheiman  
Rocket Road, Hawthorne, CA 90250

SpaceX designs, manufactures and launches advanced rockets and spacecraft. The company was founded in 2002 to revolutionize space technology, with the ultimate goal of enabling people to live on other planets. SpaceX staff will give a presentation on SpaceX's advanced manufacturing activities, including a tour of the rocket manufacturing floor, and will host an interactive discussion with congressional staff participants covering policy issues such as computer science education, intellectual property, and digital trade.

**6:00 p.m. – 8:30 p.m.: Dinner at M Street Kitchen**

**Presentation by Jad Meouchy (Co-Founder and CTO of Remine and Co-Founder of Osurv)**

200 Main Street, Santa Monica, CA 90405

Programming since childhood, Jad has vast experience in reverse engineering, data analytics, and all things mobile. He was the technical co-founder of Osurv, a next-generation customer feedback platform with an innovative mobile-first perspective, which sold in 2017. His previous venture, a real-time analytics platform for the foreclosure industry, sold to a private equity firm in 2013.

Congressional staff participants will discuss with Jad how he helped bring technology startups to Santa Monica and the public policies in areas such as workforce development, cross-border data flows, intellectual property, and broadband deployment, that help or hinder the growth of tech hubs like Silicon Beach.

**Friday, September 22**

**8:30 a.m. – 10:30 a.m.: Tastemade**

**Breakfast from Bondi Harvest**

Co-Founders Larry Fitzgibbon and Joe Perez  
3019 Olympic Boulevard, Stage C, Santa Monica, CA 90404

Tastemade is changing the way the world makes, watches, and engages with video. Through their platform, a community of over 100 million food lovers and travelers from around the world have come together to learn about, talk about, and share recipes, tips, meals, and more. Tastemade leadership will give an overview of how the company works and host a question-and-answer session with congressional staff participants that will include policy issues such as data privacy and security, cross-border data flows, intellectual property, and broadband deployment.

**11:00 a.m. – 12:00 p.m.: Beats**

Hillary Bratton (iTunes / Apple)  
8600 Hayden Place, Culver City, CA 90232

Beats by Dr. Dre is a leading audio brand founded by Dr. Dre and Jimmy Iovine. Through its family of premium consumer headphones, earphones, and speakers, Beats has introduced an entirely



new generation to the possibilities of premium sound entertainment. Beats staff will introduce congressional staff participants to the company and its manufacturing activities and host a subsequent discussion that will touch on policy issues such as intellectual property and cross-border data flow issues.

**12:30 p.m. – 2:30 p.m.: Atom Tickets**

**Lunch from Bay Cities Italian Deli & Bakery**

Co-Founder and CEO Ameesh Paleja

2700 Colorado Ave, 4th Floor, Santa Monica, CA 90404

Founded in 2014, Atom is a revolutionary movie ticketing service that eliminates the hassle of going to the movies. Atom's innovative approach has simplified every aspect of the movie-going experience, from finding the right movie and buying tickets to pre-ordering concessions and even skipping lines at the theatre, all from your mobile device. Atom Tickets leadership's presentation to participants will include a description of how Atom Tickets was founded and how it competes in the ticket sales market. An interactive discussion will ensue where congressional staff participants will have the opportunity to discuss policy issues such as data privacy, intellectual property, ticket bot prevention, and broadband deployment.

**3:00 p.m. – 4:00 p.m.: Disney Digital Network Studios**

Vice President and Counsel Troy Dow and Director of Studio Operations Joe Adams

3515 Eastham Drive, Culver City, CA, 90232

Disney Digital Network (DDN) showcases a 25,000 square foot production facility that is entirely dedicated to digital content creation. DDN Studios features stages optimized for short form video production, along with a post-production workflow dedicated to publishing content for online distribution. Congressional staffers will tour through a state of the art new media operation designed to meet the demands of an ever changing content distribution landscape. Congressional staff will discuss policy issues such as workforce development for new media as well as intellectual property distribution across multiple online platforms.

**4:30 p.m. – 6:30 p.m.: NationBuilder**

Founder and CEO Jim Gilliam

520 South Grand Avenue, Second Floor, Los Angeles, CA 90071

NationBuilder is software for leaders. It builds the infrastructure for customers, allowing them to develop and organize thriving communities and engagement opportunities for various types of campaigns. NationBuilder leadership will present to congressional staff participants, describing the company, how it works, and its path to where it is now. Congressional staff participants will then have an interactive discussion with NationBuilder leadership, including the opportunity to discuss policy issues such as workforce development, cross-border data flows, intellectual property, and broadband deployment.

**7:30 p.m. – 9:30 p.m.: Dinner at Border Grill**

Union Bank Plaza, 445 S Figueroa Street #100, Los Angeles, CA 90071

**Saturday, September 23**

**FLIGHT**

Virgin Flight Departing LAX 8:15 am local time – Arriving DCA 5:54 pm local time

Last Name	First Name	Title	E-mail Address	Office	Reason for Inviting
Alety	Saat	Legislative Assistant (and Staff Director, Subcommittee on Housing, Transportation and Community Development of the Senate Banking, Housing and Urban Affairs Committee)	<a href="mailto:saat_alety@scott.senate.gov">saat_alety@scott.senate.gov</a>	Sen. Tim Scott (Senate Energy & Natural Resources)	Works on issues impacting small technology-based businesses and the mobile app economy, including intellectual property, lawful access to data, cloud computing, and computer science education. All these issues will be covered by speakers during this educational trip.
All	Hasan	Counsel	<a href="mailto:hasan_all@judiciary-dem.senate.gov">hasan_all@judiciary-dem.senate.gov</a>	Senate Judiciary Committee	Works on issues impacting small technology-based businesses and the mobile app economy, including intellectual property, lawful access to data, cloud computing, and computer science education. All these issues will be covered by speakers during this educational trip.
Appel	Brian	Legislative Direr	<a href="mailto:brian_appel@bennet.senate.gov">brian_appel@bennet.senate.gov</a>	Sen. Michael Bennet (Senate Finance, HELP)	Works on issues impacting small technology-based businesses and the mobile app economy, including intellectual property, lawful access to data, cloud computing, and computer science education. All these issues will be covered by speakers during this educational trip.
Bates	Christopher	Counsel	<a href="mailto:christopher_bates@hatch.senate.gov">christopher_bates@hatch.senate.gov</a>	Sen. Orrin Hatch (Senate Finance & Judiciary)	Works on issues impacting small technology-based businesses and the mobile app economy, including intellectual property, lawful access to data, cloud computing, and computer science education. All these issues will be covered by speakers during this educational trip.
Bush	Cort	Professional Staff	<a href="mailto:cort_bush@commerce.senate.gov">cort_bush@commerce.senate.gov</a>	Senate Commerce, Science, and Transportation Committee	Works on issues impacting small technology-based businesses and the mobile app economy, including intellectual property, lawful access to data, cloud computing, and computer science education. All these issues will be covered by speakers during this educational trip.
Choate	Nick	Senior Legislative Assistant	<a href="mailto:nick_choate@mccaskill.senate.gov">nick_choate@mccaskill.senate.gov</a>	Sen. Claire McCaskill (Senate Commerce)	Works on issues impacting small technology-based businesses and the mobile app economy, including intellectual property, lawful access to data, cloud computing, and computer science education. All these issues will be covered by speakers during this educational trip.
Day	Chris	Deputy Staff Director	<a href="mailto:chris_day@commerce.senate.gov">chris_day@commerce.senate.gov</a>	Senate Committee on Commerce, Science, and Transportation	Works on issues impacting small technology-based businesses and the mobile app economy, including intellectual property, lawful access to data, cloud computing, and computer science education. All these issues will be covered by speakers during this educational trip.
Decosimo	Garnet	Professional Staff	<a href="mailto:garnett_decosimo@help.senate.gov">garnett_decosimo@help.senate.gov</a>	Senate HELP Committee	Works on issues impacting small technology-based businesses and the mobile app economy, including intellectual property, lawful access to data, cloud computing, and computer science education. All these issues will be covered by speakers during this educational trip.
Doherty	Ryan	Legislative Aide	<a href="mailto:ryan_doherty@coons.senate.gov">ryan_doherty@coons.senate.gov</a>	Sen. Chris Coons (Senate Judiciary)	Works on issues impacting small technology-based businesses and the mobile app economy, including intellectual property, lawful access to data, cloud computing, and computer science education. All these issues will be covered by speakers during this educational trip.
Farr	Natalie	Deputy Chief of Staff	<a href="mailto:natalie_rogers@gardner.senate.gov">natalie_rogers@gardner.senate.gov</a>	Sen. Corey Gardner (Senate Commerce)	Works on issues impacting small technology-based businesses and the mobile app economy, including intellectual property, lawful access to data, cloud computing, and computer science education. All these issues will be covered by speakers during this educational trip.
Feldman	Pet	Counsel	<a href="mailto:peter_feldman@commerce.senate.gov">peter_feldman@commerce.senate.gov</a>	Senate Committee on Commerce, Science, and Transportation	Works on issues impacting small technology-based businesses and the mobile app economy, including intellectual property, lawful access to data, cloud computing, and computer science education. All these issues will be covered by speakers during this educational trip.
Feld	Christian	Senior Counsel for Consumer Protection, Product Safety	<a href="mailto:christian_feld@commerce.senate.gov">christian_feld@commerce.senate.gov</a>	Senate Committee on Commerce, Science, and Transportation	Works on issues impacting small technology-based businesses and the mobile app economy, including intellectual property, lawful access to data, cloud computing, and computer science education. All these issues will be covered by speakers during this educational trip.
Foster	Roland	Senior Policy Advisor	<a href="mailto:roland_foster@flake.senate.gov">roland_foster@flake.senate.gov</a>	Sen. Jeff Flake (Senate Judiciary)	Works on issues impacting small technology-based businesses and the mobile app economy, including intellectual property, lawful access to data, cloud computing, and computer science education. All these issues will be covered by speakers during this educational trip.
Gray	Spencer	Professional Staff	<a href="mailto:spencer_gray@energy.senate.gov">spencer_gray@energy.senate.gov</a>	Senate Energy & Natural Resources Committee	Works on issues impacting small technology-based businesses and the mobile app economy, including intellectual property, lawful access to data, cloud computing, and computer science education. All these issues will be covered by speakers during this educational trip.

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Heiman	Anderson (Andy)	Sr Advisor for Technology and Trade	<a href="mailto:anderson_heiman@wyden.senate.gov">anderson_heiman@wyden.senate.gov</a>	Sen. Ron Wyden / Senate Finance Committee	Works on issues impacting small technology-based businesses and the mobile app economy, including intellectual property, lawful access to data, cloud computing, and computer science education. All these issues will be covered by speakers during this educational trip.
Heppner	Virginia	Health Professional Staff	<a href="mailto:virginia_heppner@help.senate.gov">virginia_heppner@help.senate.gov</a>	Senate HELP Committee	Works on issues impacting small technology-based businesses and the mobile app economy, including intellectual property, lawful access to data, cloud computing, and computer science education. All these issues will be covered by speakers during this educational trip.
Hsu	Josh	General Counsel	<a href="mailto:josh_hsu@harris.senate.gov">josh_hsu@harris.senate.gov</a>	Sen. Kamala Harris (Homeland Security, Budget, Intelligence)	Works on issues impacting small technology-based businesses and the mobile app economy, including intellectual property, lawful access to data, cloud computing, and computer science education. All these issues will be covered by speakers during this educational trip.
Kahyanam	Aruni	Tax Counsel	<a href="mailto:aruna_kahyanam@finance.senate.gov">aruna_kahyanam@finance.senate.gov</a>	Senate Committee on Finance	Works on issues impacting small technology-based businesses and the mobile app economy, including intellectual property, lawful access to data, cloud computing, and computer science education. All these issues will be covered by speakers during this educational trip.
Karetny	Josh	Legislative Director	<a href="mailto:josh_karetny@whitehouse.senate.gov">josh_karetny@whitehouse.senate.gov</a>	Sen. Sheldon Whitehouse (Senate Judiciary)	Works on issues impacting small technology-based businesses and the mobile app economy, including intellectual property, lawful access to data, cloud computing, and computer science education. All these issues will be covered by speakers during this educational trip.
Knapke	Ani	Legislative Director	<a href="mailto:anne_knapke@tlobuchar.senate.gov">anne_knapke@tlobuchar.senate.gov</a>	Sen. Amy Klobuchar (Senate Judiciary)	Works on issues impacting small technology-based businesses and the mobile app economy, including intellectual property, lawful access to data, cloud computing, and computer science education. All these issues will be covered by speakers during this educational trip.
Laslovich	Dylan	Legislative Director	<a href="mailto:dylan_laslovich@tester.senate.gov">dylan_laslovich@tester.senate.gov</a>	Sen. Jon Tester (Senate Appropriations, Banking, Homeland Security)	Works on issues impacting small technology-based businesses and the mobile app economy, including intellectual property, lawful access to data, cloud computing, and computer science education. All these issues will be covered by speakers during this educational trip.
Lavery	Emily	Deputy Legislative Assistant	<a href="mailto:emily_lavery@scott.senate.gov">emily_lavery@scott.senate.gov</a>	Sen. Tim Scott (Senate Energy & Natural Resources)	Works on issues impacting small technology-based businesses and the mobile app economy, including intellectual property, lawful access to data, cloud computing, and computer science education. All these issues will be covered by speakers during this educational trip.
Layson	Brett	Legislative Assistant	<a href="mailto:brett_layson@isakson.senate.gov">brett_layson@isakson.senate.gov</a>	Sen. Johnny Isakson (HELP)	Works on issues impacting small technology-based businesses and the mobile app economy, including intellectual property, lawful access to data, cloud computing, and computer science education. All these issues will be covered by speakers during this educational trip.
Lehman	Patrick	Legislative Director	<a href="mailto:patrick_lehman@sasse.senate.gov">patrick_lehman@sasse.senate.gov</a>	Sen. Ben Sasse (Senate Judiciary, Armed Services, Banking)	Works on issues impacting small technology-based businesses and the mobile app economy, including intellectual property, lawful access to data, cloud computing, and computer science education. All these issues will be covered by speakers during this educational trip.
Lemon	Mike	Senior Counsel	<a href="mailto:mike_lemon@judiciary-rep.senate.gov">mike_lemon@judiciary-rep.senate.gov</a>	Senate Judiciary Committee, Antitrust, Competition Policy and Consumer Rights Subcommittee	Works on issues impacting small technology-based businesses and the mobile app economy, including intellectual property, lawful access to data, cloud computing, and computer science education. All these issues will be covered by speakers during this educational trip.
Love	Sam	Legislative Assistant	<a href="mailto:sam_love@gardner.senate.gov">sam_love@gardner.senate.gov</a>	Sen. Cory Gardner (Senate Commerce)	Works on issues impacting small technology-based businesses and the mobile app economy, including intellectual property, lawful access to data, cloud computing, and computer science education. All these issues will be covered by speakers during this educational trip.
Mandel	Artie	Policy Advisor	<a href="mailto:artie_mandel@cantwell.senate.gov">artie_mandel@cantwell.senate.gov</a>	Sen. Maria Cantwell (Senate Finance)	Works on issues impacting small technology-based businesses and the mobile app economy, including intellectual property, lawful access to data, cloud computing, and computer science education. All these issues will be covered by speakers during this educational trip.
McDonnell	Betsy	Legislative Director	<a href="mailto:elizabeth_mcdonnell@collins.senate.gov">elizabeth_mcdonnell@collins.senate.gov</a>	Sen. Susan Collins (Senate Homeland Security)	Works on issues impacting small technology-based businesses and the mobile app economy, including intellectual property, lawful access to data, cloud computing, and computer science education. All these issues will be covered by speakers during this educational trip.
McLear	Sean	Professional Staff	<a href="mailto:sean_mcleary@crz.senate.gov">sean_mcleary@crz.senate.gov</a>	Senate Committee on Commerce, Science, and Transportation	Works on issues impacting small technology-based businesses and the mobile app economy, including intellectual property, lawful access to data, cloud computing, and computer science education. All these issues will be covered by speakers during this educational trip.



McMillin	Bobby	General Counsel	<a href="mailto:bobby.mcmillin@help.senate.gov">bobby.mcmillin@help.senate.gov</a>	Senate HELP Committee	Works on issues impacting small technology-based businesses and the mobile app economy, including intellectual property, lawful access to data, cloud computing, and computer science education. All these issues will be covered by speakers during this educational trip.
Meeks	Bret	Health Counsel	<a href="mailto:brett.meeks@help.senate.gov">brett.meeks@help.senate.gov</a>	Senate HELP Committee	Works on issues impacting small technology-based businesses and the mobile app economy, including intellectual property, lawful access to data, cloud computing, and computer science education. All these issues will be covered by speakers during this educational trip.
O'Leary	Molly	Legislative Assistant	<a href="mailto:molly.oleary@franken.senate.gov">molly.oleary@franken.senate.gov</a>	Sen. Al Franken (Senate Judiciary)	Works on issues impacting small technology-based businesses and the mobile app economy, including intellectual property, lawful access to data, cloud computing, and computer science education. All these issues will be covered by speakers during this educational trip.
Quinalty	David	Policy Director	<a href="mailto:david.quinalty@commerce.senate.gov">david.quinalty@commerce.senate.gov</a>	Senate Committee on Commerce, Science, and Transportation	Works on issues impacting small technology-based businesses and the mobile app economy, including intellectual property, lawful access to data, cloud computing, and computer science education. All these issues will be covered by speakers during this educational trip.
Ramig	Sarah	General Counsel	<a href="mailto:sarah.ramig@corker.senate.gov">sarah.ramig@corker.senate.gov</a>	Sen. Bob Corker (Senate Foreign Relations)	Works on issues impacting small technology-based businesses and the mobile app economy, including intellectual property, lawful access to data, cloud computing, and computer science education. All these issues will be covered by speakers during this educational trip.
Rebecca	Steele	Digital Director	<a href="mailto:rebecca.steele@wyden.senate.gov">rebecca.steele@wyden.senate.gov</a>	Sen. Ron Wyden (Senate Intelligence)	Works on issues impacting small technology-based businesses and the mobile app economy, including intellectual property, lawful access to data, cloud computing, and computer science education. All these issues will be covered by speakers during this educational trip.
Sadler	Brittany	Counsel	<a href="mailto:brittany.sadler@kennedy.senate.gov">brittany.sadler@kennedy.senate.gov</a>	Sen. John Kennedy (Senate Judiciary)	Works on issues impacting small technology-based businesses and the mobile app economy, including intellectual property, lawful access to data, cloud computing, and computer science education. All these issues will be covered by speakers during this educational trip.
Slaughter	Rebecca	Chief Counsel	<a href="mailto:rebecca.kelly.slaughter@schumer.senate.gov">rebecca.kelly.slaughter@schumer.senate.gov</a>	Sen. Charles Schumer (Senate Leadership / Judiciary)	Works on issues impacting small technology-based businesses and the mobile app economy, including intellectual property, lawful access to data, cloud computing, and computer science education. All these issues will be covered by speakers during this educational trip.
Slevin	Chris	Legislative Director	<a href="mailto:chris.slevin@booker.senate.gov">chris.slevin@booker.senate.gov</a>	Sen. Corey Booker (Senate Commerce)	Works on issues impacting small technology-based businesses and the mobile app economy, including intellectual property, lawful access to data, cloud computing, and computer science education. All these issues will be covered by speakers during this educational trip.
Smith	Madison	Legislative Assistant	<a href="mailto:madison.smith@cornyn.senate.gov">madison.smith@cornyn.senate.gov</a>	Sen. John Cornyn (Senate Judiciary, Leadership)	Works on issues impacting small technology-based businesses and the mobile app economy, including intellectual property, lawful access to data, cloud computing, and computer science education. All these issues will be covered by speakers during this educational trip.
Susskind	Jamie	Legislative Counsel	<a href="mailto:jamie.susskind@fischer.senate.gov">jamie.susskind@fischer.senate.gov</a>	Sen. Deb Fischer (Senate Commerce)	Works on issues impacting small technology-based businesses and the mobile app economy, including intellectual property, lawful access to data, cloud computing, and computer science education. All these issues will be covered by speakers during this educational trip.
Tiffith	Laraseo	Counsel	<a href="mailto:laraseo.tiffith@judiciary-dem.senate.gov">laraseo.tiffith@judiciary-dem.senate.gov</a>	Sen. Diane Feinstein & Senate Judiciary Committee	Works on issues impacting small technology-based businesses and the mobile app economy, including intellectual property, lawful access to data, cloud computing, and computer science education. All these issues will be covered by speakers during this educational trip.
Trusty	Olivia	Professional Staff	<a href="mailto:olivia.trusty@commerce.senate.gov">olivia.trusty@commerce.senate.gov</a>	Senate Commerce, Science, and Transportation Committee	Works on issues impacting small technology-based businesses and the mobile app economy, including intellectual property, lawful access to data, cloud computing, and computer science education. All these issues will be covered by speakers during this educational trip.
Van Stralen	Kara	Senior Policy Adviser for Transportation and Innovation	<a href="mailto:kara.vanstralen@hassan.senate.gov">kara.vanstralen@hassan.senate.gov</a>	Sen. Maggie Hassan (Senate Commerce / Homeland Security)	Works on issues impacting small technology-based businesses and the mobile app economy, including intellectual property, lawful access to data, cloud computing, and computer science education. All these issues will be covered by speakers during this educational trip.

JOHNNY ISAKSON, GEORGIA, CHAIRMAN  
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DEBORAH SUE MAYER, CHIEF COUNSEL AND STAFF DIRECTOR  
EMILY GERSHON, CHIEF CLERK

HART SENATE OFFICE BUILDING, ROOM 220  
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FACSIMILE: (202) 224-7418  
TDD: (202) 228-3752

# United States Senate

## SELECT COMMITTEE ON ETHICS

September 12, 2017

Molly O'Leary  
Office of Senator Al Franken  
United States Senate  
Washington, DC 20510

Dear Ms. O'Leary:

This responds to your recent correspondence concerning an invitation you received to travel to the *Intellectual Property, Aerospace and Start-Ups Staff Trip*, in Santa Monica, California on September 20-23, 2017, sponsored by ACT | The App Association (ACT). ACT certified to the Select Committee on Ethics (the Committee) that it will pay the *necessary expenses*<sup>1</sup> related to the travel and that it is neither a lobbyist, nor lobbying firm, nor an agent of a foreign principal, and it is not otherwise acting as a representative or agent of a foreign government. ACT has also certified that it does not retain or employ a registered lobbyist or agent of a foreign principal and that no registered lobbyist will accompany you at *any point throughout your trip*.<sup>2</sup>

Based on information and materials available to the Committee, and assuming the actual travel and travel-related expenses conform to the information and materials you provided, it appears that the proposed payment or reimbursement of necessary expenses for this trip may be accepted under relevant Senate Rules and the Committee's *Regulations and Guidelines for Privately-Sponsored Travel*, so long as at the time of the payment or reimbursement, ACT is neither a registered lobbyist nor lobbying firm under the Lobbying Disclosure Act of 1995, nor an agent of a foreign principal under the Foreign Agents Registration Act (and is not otherwise acting as a representative or agent of a foreign government), and provided the travel and all required documents are disclosed to the Secretary of the Senate in accordance with the provisions of Senate Rules 34 and 35.

Under Senate Rule 35, Senate staff must receive advance authorization signed by the Member or officer under whose direct supervision the individual works in order to accept payment or reimbursement for necessary expenses related to fact-finding travel. Further, such authorization and expenses must be disclosed to the Secretary of the Senate by filing the completed *Employee Pre-Travel Authorization* and the *Employee Post-Travel Disclosure of*

<sup>1</sup> The term "necessary expenses" has a specific definition. See *Select Committee on Ethics' Regulations and Guidelines for Privately-Sponsored Travel – Glossary of Terms* at 8.

<sup>2</sup> The term "any point throughout your trip" has a specific definition. See *id.* at 2.

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*Travel Expenses* (Form RE-1 and Form RE-2), along with a copy of the *Private Sponsor Travel Certification Form*, and all relevant attachments (e.g., the private sponsor's invitation and itinerary) **within 30 days of the conclusion of Privately-Sponsored Travel.**

Finally, Senate Rule 34 requires a reporting individual,<sup>3</sup> on his or her Financial Disclosure Report, to make an annual disclosure of the receipt of payments or reimbursements under Senate Rule 35 from a private sponsor for officially-related travel expenses where, in the aggregate, travel expenses exceed \$390 from that sponsor during a calendar year. However, if a Member, officer, or employee properly reports the receipt of necessary expenses for such travel to the Secretary of the Senate within 30 days of the travel, as discussed above, the travel expenses need not be disclosed a second time on their Financial Disclosure Report.

I hope you find this information helpful. If you have any additional questions, please do not hesitate to contact the Committee.

Sincerely,



Deborah Sue Mayer  
Chief Counsel and Staff Director

Enclosure: Travel Checklist

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<sup>3</sup> A reporting individual is someone whose salary equals or exceeds 120% of the basic rate of pay for GS-15 (\$124,406 for CY 2017) or is a political fund designee and is required to file Financial Disclosure Reports.

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